



## **MISSOURI PUBLIC SERVICE COMMISSION**

### **JOB OPPORTUNITY**

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#### **Legislative Coordinator**

Missouri Public Service Commission is seeking a responsible professional to coordinate and direct legislative affairs and provide administrative assistance to the Commission.

Responsibilities include planning, organizing, and coordinating state and federal legislative matters related to the regulation of public utilities and helping establish legislative and policy priorities. Other duties include preparing public information and position statements; legislative research, drafting, analysis and tracking; working with legislative committees and individual legislators; and participating in special federal, state or interagency projects.

**QUALIFICATIONS:** Bachelor's degree with specialization in public or business administration, political science, journalism, communications, statistics, economics research analysis, or a closely related field.

Graduate work in the specified educational areas or in the study of law may be substituted on a year-for-year basis for up to one year of the required experience. Two years of experience as a lobbyist or legislative liaison or in a position involving Missouri legislative affairs. Computer training and experience in word-processing, spreadsheet, and/or database required.

Starting annual salary range is \$45,384 to \$49,272 with a potential increase at the end of a successful probationary period. To be considered for this position, please submit an application, resume, transcript(s), one or two page technical writing sample, and professional references by **October 15, 2004** to the Missouri Public Service Commission, Human Resources, **Reference Number EX021004**, P.O. Box 360, Jefferson City, MO 65102. For additional information please visit <http://www.psc.mo.gov>.

**“An Equal Opportunity Employer M/F/D/V”**